

4-23-1973

Faculty Consultation in Administrative Appointments

The College at Brockport, College Senate

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Resolution #19, 1972-73

Routing # 25 72-73

FEB 6 '74

TO: PRESIDENT ALBERT W. BROWN

Resolution

FROM: THE FACULTY SENATE

#20 1972-1973

ing on April 23, 1973

RE: X

I. Formal Resolution (Act of Determination)

II. Recommendation (Urging the fitness of)

III. Other (Notice, Request, Report, etc.)

SUBJECT:

Proposed policy concerning Administrative Appointments was presented by Senator McWhorter. It was moved and seconded. During the discussion several changes for clarification and as friendly motions were accepted. The document as modified was voted on and the Ayes had it.

Janet D. Dugan 5/9/73
Signed _____ Date Sent _____
(For the Senate)

TO: THE FACULTY SENATE

FROM: PRESIDENT ALBERT W. BROWN

RE: I. DECISION AND ACTION TAKEN ON FORMAL RESOLUTION

a. Accepted. Effective Date February 1, 1974

b. Deferred for discussion with the Faculty Senate on June 7/12/73

c. Unacceptable for the reasons contained in the attached explanation

II, III. a. Received and acknowledged

b. Comment:

Accepted revised version dated Jan 16, 1974.

DISTRIBUTION: Vice-Presidents:

V.P.'s Candel, Summerville

Others as identified:

Fac. Sen.

Distribution Date:

1/31/74
Adm. Co.
1/30/74

Signed: *X*

Albert W. Brown
(President of the College)

Date Received by the Senate:

January 16, 1974

Resolution: Faculty Consultation in Administrative Appointments

The purpose of the Resolution is to provide for faculty involvement of a consultative nature insofar as certain administrative appointments are concerned. Specifically, the Committee will represent the faculty in the appointment of Vice Presidents, Deans, Department Chairpersons, Directors (except Resident Directors), Coordinators, and other administrative personnel of a similar nature whose titles are not herein listed. Further, the Committee will, on request of the College Council, assist in identifying and reviewing candidates for the presidency of the college when that position is vacant.

I. Procedures

The existence of an administrative vacancy and the subsequent filling of that vacancy shall be announced to the Faculty Senate in regular meetings by the President of the Senate.

Whenever the President or his designee becomes aware of a need to fill an administrative position, he/she shall so inform the President of the Senate and the Chairperson of the Senate Appointment and Promotions Committee. The Chairperson shall arrange to meet with the appointive authority at the earliest possible date to discuss the new or vacant administrative position which is to be filled in terms of:

- (1) Qualifications to be established for the position,
- (2) Steps to be taken to identify possible candidates for the position.
- (3) Temporary appointment of someone to fill the position that has been vacated or created until a permanent appointment has been made.

(Note: These procedures do not, of course, preclude in any way appropriate administrative personnel from reviewing applicants' credentials, conducting personal interviews, etc.)

II. Vacancies in College-Wide Administrative Positions

The Appointments and Promotions Committee shall participate in developing procedures to be used in identifying candidates, and in establishing qualifications for the new or vacant position; it shall also participate in determining any job description. The Committee shall select at least two of its members to serve as consultants and observers to the President or his designee on the procedural aspects of selecting a person to fill a position within the College.

III. Vacancies in Faculty of Department-Wide Administrative Positions

(A) Selection of Deans

In the case of a vacancy in the position of Dean, the President of the Faculty Senate shall insure that the Faculty forms a committee of two members from each department in that Faculty. One member will be the department chairperson; the second person will be elected in each department by its members. These Committee members shall provide for student representation on the Search Committee consisting of not less than two students. The Search Committee will include a member of the Senate Committee on Appointments and Promotions (who shall serve ex officio) to be selected by the Appointments and Promotions Committee. The Search Committee will work with the President or Vice President of the College to prepare a description of the desired qualifications for the position. The Search Committee shall elect a chairperson.

After conducting a search to secure candidates and receive credentials, the Search Committee will assist in the process of identifying acceptable candidates. A list of such candidates shall be prepared and submitted to the President of the College. The President shall review the list of recommended candidates with the appropriate people and make his appointment to the position. If he finds that a Dean cannot be named, a new search shall be made.

If an emergency necessitates filling a Dean's position on an acting or interim basis, the Search Committee shall receive and make recommendations to the President on acceptable candidates.

(B) Selection of Department Chairpersons

In the case of a vacancy in the position of department chairperson, the department shall elect a Search Committee. Consistent with college policy on student involvement, this committee shall include at least one of the department's elected student representatives among its number; an ex officio representative of the Senate Committee on Appointments and Promotions to be selected by the Senate Committee.

The Department Search Committee, in cooperation with the Dean and Vice President, shall prepare a description of the desired qualifications of the department chairperson. The Committee shall then proceed to recruit applicants for the position. The Committee will then present the names of acceptable candidates to the department for its consideration. The department shall recommend to the President, through the Dean and appropriate academic vice president, a list of acceptable candidates. If the President finds he cannot name a chairperson from the given list, a new search will be made.

If an emergency necessitates filling a department chairperson's position on an acting or interim basis, the Department Search Committee shall make recommendations to the President, through the Dean and appropriate people, on acceptable candidates.

(C) Re-appointment

In the event the President is considering the re-appointment of a Dean or Chairperson, this shall not preclude appropriate faculty consultation concerning such an appointment. Therefore, the Faculty or Department concerned shall select a Committee (the composition to be the same as provided under III. A or III. B of this Resolution, depending upon the reappointment) to review the proposed reappointment; the Committee shall submit its recommendation to the President.

Respectfully submitted,

Donald J. McWherter
Chairperson

DJM/dh